

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

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Dear Councillor,

Wednesday, 05 April 2023

You are hereby summoned to attend a meeting of the **Personnel Committee** which will be held on **Wednesday 12 April 2023 at 7.00pm at Richmond House, Richmond Park**, Morton Terrace, Gainsborough.

The business of the meeting is set out in the agenda below.

A handwritten signature in black ink, appearing to be 'BB' with a flourish.

Belina Boyer
Town Clerk

Committee members: Cllr M Boles - ex officio, Cllr R Craig (C), Cllr Dannatt (VC), Cllr T Davies, Cllr P Key, Cllr S Loates, Cllr P O'Connor – ex officio, Cllr J Plastow, Cllr K Woolley

Agenda no	Agenda item title	Power
PC23/151	To note apologies for absence.	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
PC23/152	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	<i>Localism Act 2011, s31.</i>
PC23/153	To consider any dispensation requests received by the Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	<i>Localism Act 2011, s33.</i>

Agenda no	Agenda item title	Power
PC23/154	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
PC23/155	To receive the minutes of the previous Personnel Committee meeting(s) and resolve to sign these as a true record of the meeting(s). Paper A – Personnel Committee 29 March 2023	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
PC23/156	To receive and note an update on the probation review for the Ground Maintenance Operative Exclusion of Public and Press recommended due to personal nature of report. Paper B	
PC23/157	To receive the sickness absence and holiday report and consider any potential action required. Exclusion of Public and Press recommended due to personal nature of report. Paper C	
PC23/158	To note the staff appraisal reports. Paper D	
PC23/159	To consider a report on the Clerk’s current level of annual leave and hours worked in excess of contracted hours and consider approving the time off in lieu requested. Paper E	
PC23/160	To consider and set the SCP for the Interim Town Clerk position and formally offer the Interim Town Clerk position to the Deputy Clerk/RFO subject to Full Council approval on 5 April. Exclusion of Public and Press recommended due to personal nature of discussion.	
PC23/161	To receive any items for notification to be included on a future agenda – for information only <ul style="list-style-type: none"> • Staff Handbook review • Policy review 	N/A
PC23/162	To agree the date and time of the next Personnel Committee meeting.	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

PAPER A

DRAFT Minutes of the Personnel Committee meeting

29 March 2023 at 19:00



held in the Reading Room, Richmond House. Richmond Park, Morton Terrace, Gainsborough

Councillors Present

	Tim Davies	
Richard Craig (Chairman)	Paul Key	
Dennis Dannatt (Vice Chairman)		Kenneth Woolley

Councillors Absent

Matt Boles		Pat O'Connor
	Sally Loates	James Plastow

In attendance:

	Rachel Allbones (DC & RFO)	
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Also present:

Agenda no	Agenda item title	Decision	Action	Power
PC23/143	To note apologies for absence.	Apologies for absence had been received from Cllrs Loates, O'Connor and Plastow.	N/A	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
PC23/144	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	None received.	N/A	<i>Localism Act 2011, s31.</i>
PC23/145	To consider any dispensation requests received by the Clerk in relation to personal and/or	None received.	N/A	<i>Localism Act 2011, s33.</i>

Initialed: _____

Agenda no	Agenda item title	Decision	Action	Power
	disclosable pecuniary interests, not previously recorded.			
PC23/146	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	The Committee resolved to exclude the public and press from item PC23/148.	N/A	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
PC23/147	To receive the minutes of the previous Personnel Committee meeting(s) and resolve to sign these as a true record of the meeting(s). Paper A – Personnel Committee 22 March 2023	The Committee resolved to sign the minutes of the meeting 22 March 2023 as a true record of that meeting.	ASO to publish.	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
PC23/148	To consider all options available to the Council in the recruitment of a new Town Clerk following the resignation of the current Town Clerk. Paper B Exclusion of public and press recommended due potential personal nature of report and time sensitive commercial sensitivity.	Members thoroughly discussed all options available to the Council. The Committee resolved to recommended to Full Council to: - <ul style="list-style-type: none"> • Offer the Deputy Clerk & RFO the role of Interim Town Clerk (whilst continuing current duties) for 6 months from 10th June 2023 with a 3-month review and 1 month notice period from either party • Following 6 months an external recruitment process to take place • Request the Admin Support Officer to increase weekly hours from 30 to 37 	DC to include on Full Council agenda.	

Initialled:

Agenda no	Agenda item title	Decision	Action	Power
		<p>from 1st June 2023 until further notice.</p> <ul style="list-style-type: none"> If the above is approved to delegate to the Personnel Committee to set the SCP for the Interim Town Clerk on 12th April 2023 and formally offer the Interim Town Clerk position <p>And resolved: -</p> <ol style="list-style-type: none"> That an exit strategy meeting be agreed with the Town Clerk as soon as possible to ensure continuity, probity and stability is observed in all matters. It is suggested this is best undertaken by the Town Clerk, Deputy Clerk, Operations Manager, and a Councillor. For the Chair of Personnel Committee to establish the current level of annual leave and TOIL the Town Clerk holds, and any annual leave / TOIL booked prior to 9 June. <p>Cllr Key voted against.</p>		
PC23/149	To receive any items for notification to be included on a future agenda – for information only	<ul style="list-style-type: none"> Staff Handbook - report from Policy Review Working Group Appraisal review report. 	TC to include on future agenda.	N/A
PC23/150	To note the date and time of the next Personnel Committee meeting scheduled for 12 April 2023 at 19.00.	The Committee noted the date and time of the next Personnel Committee meeting scheduled for 12 April 2023 at 19.00	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

The meeting closed at 20.34.

Signed as a true record of the Meeting: _____ Dated _____
Presiding chairman of approving meeting

DRAFT